

MINUTES OF THE  
ASSESSING STANDARDS BOARD  
Equalization Subcommittee

**Approved as Written**

**DATE:** December 6, 2013

**TIME:** 9:30 a.m.

**LOCATION:** Department of Revenue, Training Room, 109 Pleasant Street, Concord

**COMMITTEE MEMBERS:**

Stephan Hamilton, NHDRA  
Todd Haywood, Chairman, NHAAO, Towns <3,000  
Joseph Lessard, NHAAO, Towns >3,000

Robert J. Gagne, NHAAO, City  
Betsey Patten, Public Member

**MEMBERS of the PUBLIC:**

Linda Kennedy, NHDRA

Chairman Haywood convened the meeting at 9:40 a.m.

The subcommittee voted in October to bring the proposed changes in Sections 1-3 in the equalization manual to the full board. At this meeting, the subcommittee reviewed and discussed additional changes throughout the remaining sections of the manual including updates to forms, rules, references, and editorial changes. A brief discussion took place on what will happen to the Equalization Standards Board rules now that the ESB has been repealed. An inquiry will be made to the Office of Legislative Services for an answer.

Mr. Lessard *motioned to hold a brief meeting of the subcommittee, to be chaired by Mr. Gagne, at 9:15 a.m. on December 13, 2013, just prior to the ASB meeting, to vote on the changes implemented from the discussion today.* Ms. Patten *seconded the motion.* Chairman Haywood called the motion. *All approved.*

Mr. Gagne *motioned to adjourn.* Ms. Patten *seconded the motion.*

Chairman Haywood adjourned the meeting at 11:23 a.m.

Respectfully Submitted, Stephanie Derosier  
NH Department of Revenue Administration – Municipal and Property Division

Documentation relative to the Assessing Standards Board may be submitted, requested or reviewed by:

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In person at 109 Pleasant Street, Concord  
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